

ATHUL A T

OFFICE ADMIN
HR ASSISTANT
ACCOUNTS ASSISTANT



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CAREER OBJECTIVE

Looking for opportunities to incorporate my skills and training to help the company grow. I am looking forward to roles that will help me realise my potential by exploring the various aspects of this field

SKILLS

- MS Office
- MS Excel
- Tally
- SAP
- Computer Literacy
- Strong Communication

EXPERIENCE

ASSISTANT ACCOUNTANT

FAB JEWELS (FZC) SAIF ZONE SHARJAH

21-11-2022

- Performing clerical tasks such as filing, handling mail, making phone calls, and replying to emails
- Entering financial transactions into internal databases and reconciling invoices
- Managing petty cash and writing and handling cheques
- Working with sales / purchase ledger and credit control
- Preparing accounts and reports
- Providing administrative support to accountants and senior management

OFFICE ADMIN

Dhanasakathi Nidhi Pvt Ltd at Kanjany

2019-2021

- Recording meeting minutes
- Prepare petty cash
- Data entry
- Arranging meetings, appointments

EDUCATION

B.COM

Bharathiar University

HSC/PLUSTWO

Kerala Higher Secondary Examination

SSLC

Kerala Board of Examination

PASSPORT DETAILS

Passport No: M8922036

Valid Upto: 28/04/2025

LANGUAGES

- English
 - Hindi
 - Tamil
 - Malayalam
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STRENGTH

- Confident
 - Good Personality
 - Timing, Honest
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HOBBIES

- Traveling
- Playing Volleyball
- Playing Football

ACCOUNTANT ASSISTANT

Saju Paul & Associates Chartered Accountants

2018- 2019

- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Bank reconciliation

HR ASSISTANT

Bludan Hypermarket

2016- 2017

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Coordinate communication with candidates and schedule interviews

PERSONAL DETAILS

- Date of Birth : 09-05-1995
- Father Name : Thomas A.R
- Nationality : Indian
- Sex : Male
- Religion : Christian
- Marital Status : Single

DECLARATION

I here declare that above mentioned statement is true and correct to the best of my knowledge and belief.

ATHUL A T